



**Questions and Answers Document #1  
Consulting and Technical Services Plus (CATS) – Expansion Window #2,  
RFP #060B2490023**

**CATS+ Expansion Window #2  
May10, 2018**

1. Page 87 section 3.2.2.4.2 The Offeror shall provide an example of a successful project (on time, within budget, within scope) in each proposed functional area.

If a project is currently in process, and meets the definition of a successful project (on time, within budget, within scope), can it be used as an example of past performance?

**Response: No. The ask here is with respect to completed projects.**

2. Please confirm Offers may submit Proposal electronically using e-mail.

**Response: Please see Amendment #4.**

3. Attachment F-A1 only provides Offeror Prices for ten (10) contract years. Please confirm Offeror Prices should be submitted on Attachment F-A1 for 10 contract years.

**Response: Yes Prices should be submitted on Attachment F-A1 for 10 contract years. See Amendment #4.**

4. Please confirm Offerors should provide prices for labor categories that are unrelated to the Functional Areas the Offeror is submitting a Proposal response

**Response: Offerors should provide pricing for all labor categories on the price sheet. See Attachment F – Price Proposal Form Instructions Pricing Instruction Form F-A1 & F-A2; All Functional Areas, EXCEPT 13 and 14**



5. Question: Discrepancy in submission instructions Section 1.11.4 "Proposals may not be submitted by e-mail or facsimile." This contradicts 3.1.3A "Electronic means includes e-mail..."

**Response: Please see Amendment #4.**

6. Attachment D states " The Contractor shall achieve the MBE subcontracting goal and any sub-goals established for each individual Task Order Agreement (TOA), by subcontracting to one or more MDOT-certified MBEs a sufficient portion of the Task Order Request for Proposal (TORFP) or Request for Resume (RFR) scope of work". How is this attainable if the TORFP or RFR is only for one person??

**Response: If the Solicitation requirement is for three or less resources it will not have an MBE Goal.**

7. Attachment D states "prime contractor — including an MBE or a certified Small Business Reserve (SBR) prime contractor — must accomplish an amount of work not less than the MBE subcontract goal with certified MBE subcontractors". If the Prime Contractor is certified, are they required to also subcontract a minimum amount of work? How is the subcontracting goal attainable if the State of Maryland agencies make the sole determination of who to select on resumes for an award?

**Response: If the prime is MBE Certified, the Prime may satisfy 50% the MBE goal for the TORFP/RFR. The State does not select the subcontractor.**

8. How are the MBE goals accounted for if non-Maryland state agencies use the contract mechanism

**Response: The MBE goals do not apply to non-State Governments or Agencies who use this contract?**

9. The attachments include "N-Performance Bond". Please confirm this is not applicable and the attachment does not apply.

**Response: Attachment N – Performance Bond is not a required submission for**



**this RFP.**

10. Attachment E, Page 162, Question 14 indicates that only MBE Attachment D-1A is required with the proposal submission; however, Attachment D, Page 135 indicates "The following Attachments D-1A through D-5 are sample forms and do not need to be completed or submitted with Offeror's response to this RFP." Please clarify which is correct.

**Response: ATTACHEMENT D-A is a required submission for this RFP.**

11. Section 2.7.7. Notification of Insurance after Award states that the "recommended awardee must provide a certificate of insurance with the prescribed limits set form in 2.7." Section 3.2.2.5 Insurance Submission indicates a current certificate of insurance described in Section 2.7. What if the current limits (e.g., crime) are not on the current COI? Insurance providers will require applications and analysis of quotes for a contract prior to providing the additional coverage. Please clarify what is expected for inclusion with the proposal response.

**Response: See Section 2.7 Insurance Requirements for a complete description of what should be on the Certificate of Insurance at the time of the proposal submission.**

12. Section 2.7.3 and 2.7.4 "Employee Theft Insurance" with "minimum limits of \$1,000,000 per occurrence." Can this be satisfied by Errors and Omissions coverage?

**Response: It depends on particular inclusions and exclusions. Errors and Omissions policies typically exclude theft.**

13. Attachment E , Page 164, Question 32 indicates that subcontractors do not need to be lined up. Is the prime vendor still able to meet the MBE subcontracting goal for proposal evaluation without lining up and proposal specific subcontractors in the proposal response?

**Response: Yes. See Section 1.24 of this RFP.**

14. Attachment E, Page 164, answer to question 34. references "see RFP Section 3.4.2.5." Did you mean 3.2.2.5 as there is no 3.4.2.5.



**Response: See Amendment 4.**

15. The MBE requirement states that a prime must subcontract with an MBE; e.g., Attachment E. Question 74 "An MBE goal can only be satisfied by subcontracting; even an MBE Prime must subcontract with an MBE." Please explain how this 20% MBE sub-goal is attainable if the prime only receives a RFR and or task order award for one, two or three people and the State makes the sole determination of who to select for award?

**Response: See response to Question No. 7.**

16. Please clarify the requirement of the sub-goals for 8% Women-owned, 7% African American-owned and 2% Hispanic American-owned. Does this mean that of the 20% MBE, 8% is with a Women-owned subcontractor, 7% is with an African American-owned subcontractor and 2% is with a Hispanic American-owned? How is this goal attainable at the RFR TOPR level given that the prime has no control over who is selected from the State?

**Response: See Section 1.24 Minority Business Enterprises of the RFP.**

17. Does the MBE subcontract and sub-subcontract goal requirement apply to other non-State Governments or Agencies who use this IT CATS master contract?

**Response: See response to Question 8.**

18. Is there any benefit for the prime vendor to be a certified MBE for the submission of a proposal?

**Response: See Response to Question 7.**

19. Please confirm that if an electronic technical and price proposal are submitted that hard copy paper proposal(s) is not required. Section 1.11.4 states that proposals may not be submitted by email; however, Section 3.1.3 and 3.1.4 provides for E-mail submissions. Please clarify.

**Response: See Amendment #4.**

20. Are electronic signatures acceptable or do the pages need to be printed, signed in ink and scanned for the proposal responses?

**Response: Electronic signatures are acceptable.**



21. Please provide the email address of where to submit electronic proposal responses. Should they be sent to [catsplus.doit@maryland.gov](mailto:catsplus.doit@maryland.gov)?

**Response: See the Key Information Summary Sheet.**

<b>Send Proposals to:</b>	Gayle Mealy <a href="mailto:Catsplus.doit@maryland.gov">Catsplus.doit@maryland.gov</a>
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22. Since the proposals will be password protected, can they be submitted in one email?

**Response: No, password should not be submitted with the proposal. Please see Section 3 – Proposal Format.**

23. When is the password to the proposal response requested and by who?

**Response: If both technical and financial proposals are received by the deadline, the Procurement Officer (“PO”) will request the password to your technical proposal only. If your technical proposal is deemed reasonably susceptible for award, the PO will then request the password to your financial proposal.**

24. Section 1.20 indicates that "all subcontractors shall be identified ... shall be included in the Offeror's Proposal". This contradicts answers to questions in Attachment E. Please clarify which is correct.

**Response: Section 1.20 is at the secondary level of competition.**

25. Section 3.2.2.4 sub-section 2. indicates that the "Offeror shall provide an example of a successful project...in each proposed functional area." Please clarify that this requires 17 separate projects (and a reference for each); i.e., one for each category proposed.

**Response: Offerors must demonstrate past performance and a reference for each Functional Area the Offeror is proposing.**

26. Section 3.2.2.4 sub-section 4 indicates State of Maryland Experience. If a vendor has experience with WSSC, should that be included in this section since they are in the State but not a State agency?

**Response: Offerors should list State of Maryland Experience with any Government entities of the State of Maryland.**



27. Is there a page limit for the technical proposal?

**Response: No.**

28. Question: Per RFP Section 3.2.2.2 Executive Summary: *“The Offeror shall condense and highlight the contents of the Technical Proposal in a separate section titled “Executive Summary.”*

Is the intent to have a subsection with the same name?

**Response: No.**

29. Under Section 3.2.2.4 Past Performance it states, *“3. For each example project provided, the Offeror shall include a supporting reference with the following information: a. Name of client organization; and, b. Name, title, and current telephone number of point of contact for client organization.”*

For projects performed as a Subcontractor, can supporting references be used from the Prime contractor, which is the client organization for the Subcontractor?

**Response: Yes.**

30. Section 1.11.4 states, *“Proposals may not be submitted by e-mail or facsimile.”* Section 3.1.3 states, *“Offerors may submit Proposals by electronic means as described. A. Electronic means includes e-mail to the Procurement Officer address listed on the Key Information Summary Sheet.”*

These statements are conflicting. Therefore, can Government confirm if e-mail is how we should submit the proposal?

**Response: See Amendment #4.**

31. Under Section 3.1.4 E-mail submissions it states, *“C. The State has established the following procedure to restrict access to Proposals received electronically: all Proposal documents must be password protected, and the password for the Technical Proposal must be different from the password for the Financial Proposal. Offerors will provide these two passwords to DoIT upon request or their Proposal will be deemed not susceptible for award.”*

At what time will Government request these passwords or should they be provided at the time of proposal submission?



**Response: See response to Question 24.**

32. Attachment T Reference Evaluation Sheet Instructions state, "*Offerors will be required to submit a Reference Evaluation Sheet for each proposed functional area(s).*" However, the Reference Evaluation Sheet allows the reference to "*Choose any/all from below*" list of Functional Areas.

Since each reference can choose multiple Functional Areas, is our interpretation correct that each reference must only complete 1 Reference Evaluation Sheet?

**Response: Yes.**

33. Some of the job functions require creating systems - will these systems be allowed to be created in third-party cloud environments like Microsoft Azure and AWS?

**Response: This will be addressed at the Secondary level of competition.**

34. Section 2.3.2 B 3 says offeror will be responsible for potentially "developing site content" and gives a few examples. Can the State provide more examples and would an example include written content such as articles?

**Response: This will be addressed at the Secondary level of competition.**

- 35.) 2.3.5 B 4 What does the state mean by "design specifications to code"?

**Response: Section 2.3.5 B; are Examples of Potential Services.**

36. 2.7.2 and 2.7.3 - Can these requirements be waived for remote contractors?

**Response: No.**

37. 3.3 and 4.3 "Offerors must propose pricing for all labor categories to be considered for Award" => Does this include labor categories that we are not pursuing/have no expertise in?

**Response: Yes.**

38. Will reference letters be acceptable in lieu of the forms?

**Response: No.**

39. The RFP document ends on page 90 and the Attachment Table of Contents starts on page 97. Are there pages 91-96?



**Response: No.**

40. RFP page 85 If submitting proposal electronically. Can document be submitted as pdf and zip files? To make sure that we mapping the content to the RFP for the technical and price volumes correctly. Is it correct that the technical volume should be titled as 3.2 Technical proposal; 3.2.1 transmittal letter; 3.2.2.1 Title and Table of Content etc? For 3.2.4 Past Performance how would we number to map back to the functional areas? For example, 2.3.1 Functional Area One - Enterprise Service Provider (ESP).

**Response: Yes PDF and Zip files are acceptable. Functional areas should be referenced in section 3.2.2.4 Past Performance.**

41. If forms are to be submitted after contract award will the list be sent when informed of award? For

**Response: See Section 2.7.7.**

42. MBA participation goals - is it acceptable to bid as a prime contractor, certified 8a small business located in the State of Maryland without any subcontractor and not as a joint venture? Will more points be given if you have subcontractors?

**Response: See section 1.24.1 of the RFP.**

43. Since there is a goal of 20% for MBE subcontractor. Now if a firm is bidding to be a Master Contractor and they are themselves registered as MBE registered with MDOT even then it is necessary for that firm, they needs to involve any other subcontractor to fill the purpose of goal?

**Response: See section 1.24.1 of the RFP.**

44. Does teaming with other companies make sense at the Master Contract level?

Answer: No.

Do I need to line up subcontractors before I submit my proposal?

Answer: No.

Referring to above two questions, do we need to include or involve subcontractor in our proposal submitting in this expansion window 2?

**Response: No, see section 1.24.1 of the RFP.**

45. Would the State please confirm that the MBE Attachment D-1A is required for submission with an Offeror's proposal?

Answer: RFP Section 1.24 provides instructions to Offerors to submit Attachment D-A1 CATS+ Master Contractor Acknowledgement of Task Order MBE



Requirements) at the time the technical response to the RFP is submitted. This is again stated in RFP Section 3.4.2.6, Item 2 of Required Submissions. The form must in no way be edited. Failure to submit Attachment D-1A will result in the State's rejection of the Offeror's Proposal to the RFP. Referring to above point, It is mandatory to submit the attachment D-1A wherein we have to fill subcontractor information?

**Response: See Response to Question 10.**

**46. Page 87 (3.2.2.4 Past Performance) -**

This section shall include the following:

The Offeror shall provide evidence of its capabilities to provide the services outlined in Section 2.3 of this RFP for each functional area proposed.

Can the state clarify what is an acceptable form of evidence to meet the past performance requirements.

**Response: The offeror should demonstrate experience in any functional area they are proposing.**

**47. . Regarding the email submission of the proposals (technical & financial): Will a bidder receive a confirming receipt from you before the deadline? When will you ask a bidder for the passwords to protect the proposals and what communication channels will be used to obtain them? Will a Technical Proposal in Adobe pdf format be accepted? Will the Price Proposal accept in Excel format only?**

**Response: The State will send a confirming receipt of the Proposals received. After the closing date and time the Procurement Officer will via email request the passwords for the Proposals. Both Adobe pdf and Excel are acceptable formats.**

**48. I would like to add a few more questions regarding this bid.**

1. Is DoIT looking for COTS or a custom solution?
2. Is there a current contract with a vendor?
3. If so, where can we obtain a copy of that contract

**Response: 1.No. 2. This is an expansion window for the CATS+ Master Contract.**

**2. There are 625 Contractors on the CATS+ Master Contract that are eligible to participate in a secondary level of competition on future opportunities under the CATS+ Master Contract. 3. Please see**



<http://doit.maryland.gov/contracts/Pages/CATSPPlusHome.aspx> for more information on CATS+.

49. . During our submission of our proposal can we propose subcontractors to be added in the Master Contract?

**Response: See response to Question #10. Subcontractors are not a required submission for this RFP.**

50. Our MBE Certification is in process, can we utilized it after the award ?

**Response: Yes.**

51. Also, Per the 'Expansion window notification' document it says that MBE businesses must send the documents contained in the 'RFP Requirements' section (page 11), Are the document mentioned below the ones that we need to present as a first step in the process of becoming a CAT contractor with you? *1.24.1 RFP Requirements*

*Each Offeror shall complete, sign and submit, without edits, Attachment D-A-CATS+ Master Contract, Master Contractor, Acknowledgement of Task Order MBE Requirements at the time it submits its technical response to the RFP. Failure to do so will result in the State's rejection of the Offeror's Proposal to the RFP as not susceptible for award*

**Response: Yes.**

52. Section 1.19.1 provides instructions on how Offerors should indicate confidential and proprietary information. The Maryland Public Information Act, §4-335 provides that confidential financial information can be excluded from a public records request. §4-336 provides that financial information for an individual can be excluded from a public records request. Can Offerors therefore assume that if we mark financial information as confidential, it will not be disclosed to anyone submitting a request for information?

**Response: Requests under the Public Information Act for information falling within the confines of Sections 4-335 and 4-336 of the General Provisions Article will be denied.**

53. If an Offeror is awarded a contract under for CATS+ Expansion Window 2, can the Offeror propose a subcontractor in response to a TORFP if that subcontractor was



not in the Offeror's original proposal (i.e., can we add a new subcontractor after award)?

**Response: Yes..**

**54.** RFP Page 38, Section 2.7 – Insurance Requirements – are Offerors required to have the insurance policies in place at time of submittal, or only upon award of a Master Contract?

**Response: See section 2.7.7.**

**55.** RFP page 86, Section 3.2.2.3 – are there any size requirements for Offerors, such as minimum annual revenue or number of employees?

**Response: No.**

**56.** RFP Page 87, Section 3.2.2.4, Past Performance – is there a minimum or maximum number of past performances Offerors must submit for each functional area? Will the State weight multiple past performances more heavily (i.e., 3 is better than 2) or is one relevant past performance sufficient to demonstrate the Offeror's capabilities in the functional area?

**Response: There is no maximum number of examples of Past Performance. There is no weighting at this master contract level.**

**57.** Attachment D-1A - Are we supposed to fill out and complete Section A and B with our RFP submission if you are not an MBE prime?

**Response: See response to Question #10.**

**58.** Attachment T - Are we supposed to submit a separate reference evaluation sheet for each functional area we are providing past performance?

**Response: No, one Reference sheet may be used for multiple functional areas.**

**59.** For the Financial Proposal, would you like us to just fill in the spreadsheet or would you like it in the form of a word document with a title page?



**Response: See Section 3.3 of the RFP.**

- 60.** A) Do offerors have to provide a price for every Labor Category even if not bidding on all the Functional Areas? B) Will the vendors be evaluated on the pricing provided for Labor Categories associated with Functional Areas they are not bidding on?

**Response: A) Yes. B) There is no price evaluation at this master level. Prices submitted serve as a ceiling during the life of the master contract. Price evaluations will take place at the secondary level of competition.**

- 61.** Do offerors need experience in every example/subsection listed under the Functional Areas in section 2? Or are the subsections just provided as guidance?

**Response: Examples of Potential Services are for guidance.**

- 62.** Can each Reference Evaluation Sheet (Attachment T) be used across multiple Functional Areas?

**Response: Yes.**

**Are the MBE subcontractor goal percentages listed in the Key Information Sheet by group (Women-owned of 8%, African American-owned of 7%, and Hispanic American-owned of 2%) a strict requirement or is there flexibility to meet the overall 20% goal across groups?**

**Response: See Section 1.24 of the RFP.**

- 63.** Does the information in the Questions and Answers forms from the prior 2 RFPs apply to this new Expansion Window #2 (posted here: <http://doit.maryland.gov/contracts/Pages/ContractLibraryCATSPlus.aspx>)

**Response: Q&A's from previous RFP's may be used as a Guide.**

- 64.** Does Offeror need to have References filled out and submit Attachment T directly to DoIT? Or Should they return to Offeror and be submitted with Offeror's Proposal?

**Response: Attachment T is a required submission that should be submitted with the Proposal.**



**65.** The RFP does not indicate a period of performance (PoP). The RFP states: "approximately ten years terminating on April 21, 2028". Should bidders assume the PoP is 22 April 2018 – 21 April 2028?

**Response:** See Section 1.5 of this RFP.

**66.** Although MBE partnerships do not apply at the Master Contract level, Attachment D-1A, Section 4 states: "Set forth below are the (i) certified MBEs I intend to use". Are bidders required to fill out Section 4 and Section B of Attachment D-1A?

**Response:** See response to Question 10.

**67.** Per section 3.2.2.3, Offeror General Information, it states: "Statement of Fiscal Integrity for the most recent two (2) full years. Documentation that addresses the Offeror's financial solvency may include, but is limited to, one, some or all of the following." Is the bidder required to submit more than one document or is it acceptable to submit one of the 6 listed items?

**Response:** See Section 3.2.2.2, No. 2.

**68.** Per Instructions for Attachment T, referenced in section 3.2.2.6 - Required Submissions, bidders are directed to "Modify the reference evaluation sheet by adding the Offeror's name and distribute to each reference. Submit all completed reference evaluation sheet(s) with the Offeror's response." Can you clarify if the reference is to submit back to the Prime for submission alongside the proposal or is the State of MD looking for a record to accompany the proposal that identifies the past performance references that the state of MD should be expecting?

**Response:** Attachment T is a required submission with the Proposal.

**69.** If a bidder is submitting one past performance for multiple functional areas, can one past performance reference address the multiple functional areas within Attachment T?

**Response:** Yes.

**70.** If the bidder is using Subcontract past performance, should the Government Contracting Officer POC be included or is it preferred to include the Prime Contractor Contracting Officer POC?



**Response: The Prime Contractor Contracting Officer POC should be used as the reference.**

**71. Section 3.1.4 E-mail submissions C - “Offerors will provide these two passwords to DoIT upon request.**

- A. “How would you like to receive the Passwords for the proposals?
  - a. In two separate emails, referencing the each of the documents – financial and technical?
- B. When should and Offeror expect the request?
- C. How will DoIT request the passwords?

**Response: See response to Question 24.**

**72. 3.1.4 E-mail submissions.**

C. The State has established the following procedure to restrict access to Proposals received electronically: **all Proposal documents must be password protected**, and the password for the Technical Proposal must be different from the password for the Financial Proposal.

**Offerors will provide these two passwords to DoIT upon request** or their Proposal will be deemed not susceptible for award. Subsequent submissions of Proposal content will not be allowed.

Section 3.1.4 E-mail submission E. – Proposals submitted via e-mail **must not exceed 25 Mb**

- A. 2 separate emails must be submitted by the Offeror, 1) RFP 060B2490023 – Expansion Window #2, Technical 2) RFP 060B2490023 – Expansion Window #2, Financial
- B. Is each email considered a “Proposal” and must be under 25Mb, or is the total size of both volumes (add sizes together) considered the proposal and must not exceed 25Mb
- C. Should company name be included in the subject line

**Response: The technical and financial proposals must be submitted in separate emails. Each email must not exceed 25 MB.**



73. Q: Request for financial statements – Would unaudited financials with letter from CPA work for the financial statements? We can provide cash equity in our bank account along with credit line as well.

**Response: Yes.**

74. Q: Proposal needs to be only be sent in email password protected? State of Maryland will request for password. We will not send in the password with the proposal. Kindly confirm.

**Response: Confirmed. Do not send the password with the proposal.**

75. Q: We have applied for MBE and DBE certification in MD. We are already a SWaM and DBE certified in VA and DC? Would you consider VA and DC certifications? We should get approved soon with MD.

**Response: See Section 1.24 of the RFP.**

76. Q: On company insurance certificate, kindly provide what needs to be included along with State of MD being additional insured? What address needs to be included on the certificate?

**Response: See Section 2.7 and Section 3.2.2.5 of this RFP.**

77. Q: References for all the functional categories – kindly confirm that if we have covered all the functional categories with one of our large customer that we can utilize them as a reference for all the functional categories?

**Response: Confirmed.**

78. Q: Since this process can take a long time and our references have no idea when you would call, how do you plan to handle the situation? How does it impact our award? Would you leave them message so they can call back? Resource change positions or might be on vacation during the reference check. Kindly advise.

**Response: Provide a reference the State will be able to contact.**

79. According to section 4.3, Financial Criteria: the Offeror is supposed provide prices for all labor categories for years 1-12.



The spread sheet provided only has space for years 1-10 and the Offeror is not supposed to alter the spreadsheet. Is DoIT going to provide an amended financial spreadsheet?

**Response: See response to Question No. 3.**

**80.** In section 3.2.2.4 Past Performance-- The offeror shall provide evidence of a successful project (on time, within budget, within scope) in each proposed functional area. The examples shall include the project name, the services provided, and the objectives satisfied. Is there a particular format required for this in addition to the supporting reference information sheet?

**Response: No.**

**81.)** If you are an MBE Prime contractor, do you need to meet the MBE requirement with a subcontractor?

**Response: See response to Question 7.**

**82. 2)** If you are not proposing functional area's 9, 13, or 14, do you need to submit Attachments F-A2, F-B, and F-C in addition to Attachment F-A1?

**Response: You should submit F-A1 & F-A2.**